

Withdraw Proposal

1 Introduction

After a proposal is submitted to a Department of Energy (DOE) Office of Science (SC) Funding Opportunity Announcement (FOA) there may be a need to withdraw the proposal from consideration.

The purpose of this document is to provide step-by-step instructions for users to follow to withdraw a proposal from PAMS.

2 Prerequisites

Before a user can withdraw a proposal, the following criterion must be met:

- The user has an active external PAMS account.
- The user is the SRO/AO/BO on the proposal.
- The user has access to the proposal.
- The user has received notification that the Program Manager (PM) has been assigned.

3 Withdrawing your Proposal

Use the following steps to withdraw your proposal.

1. Log in to the PAMS External website at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx> (Figure 1).

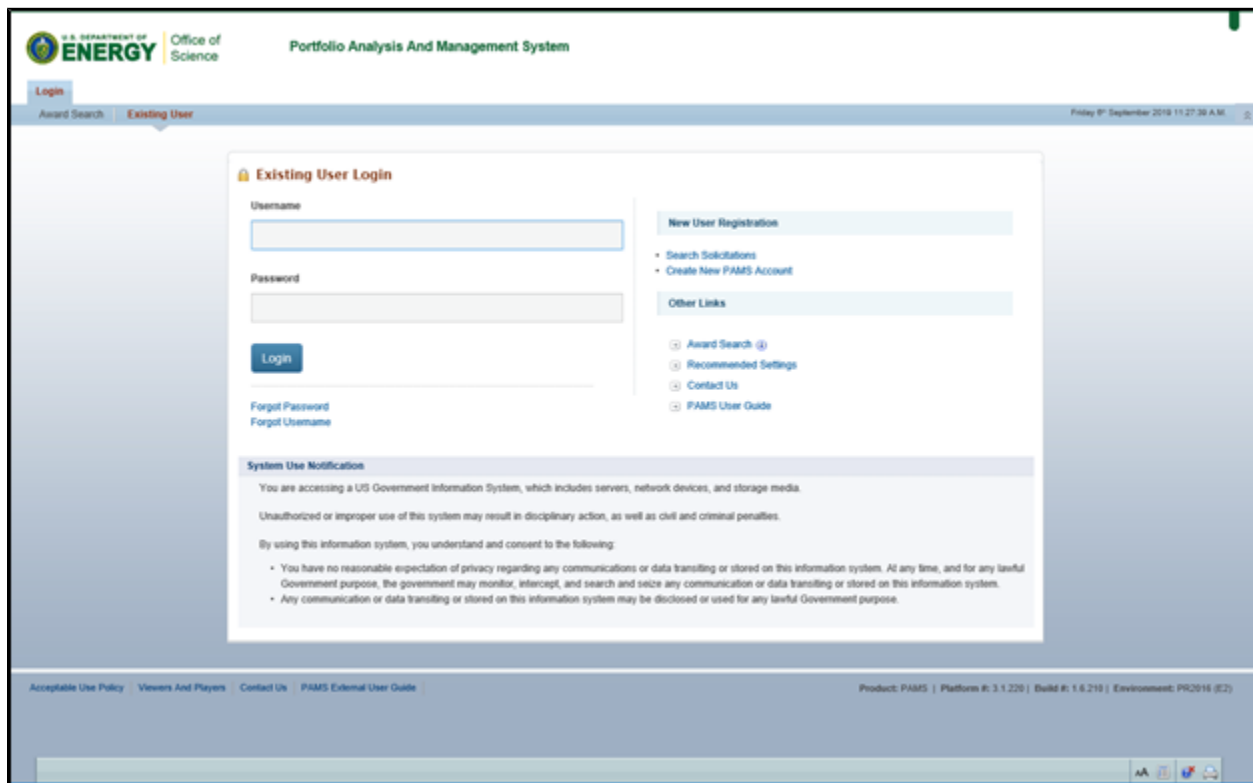


Figure 1. PAMS External Login

2. PAMS will load the homepage. Click the **Proposal Tab** at the top menu or **View My Proposals** under Common Actions for Applicants (Figure 2). PAMS will load the My Proposal page.

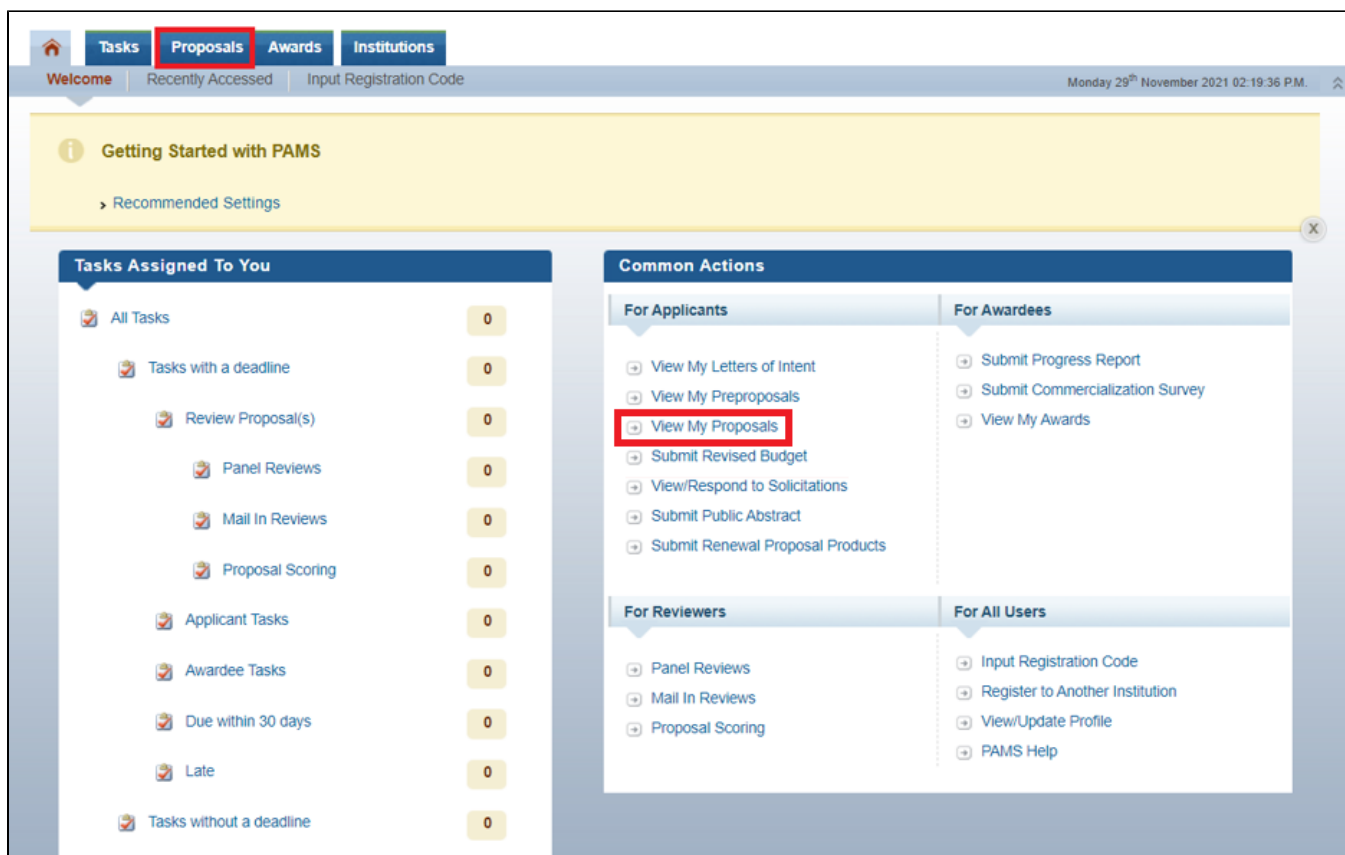


Figure 2. PAMS Homepage – View My Proposals

3. Locate the proposal for which you would like withdraw, and click **Withdraw Proposal** in the Actions section of the **Actions/Views** menu in the Options column. If necessary, use the filters in the grid or click the **Search** link on the right above the grid to find a proposal (Figure 3).

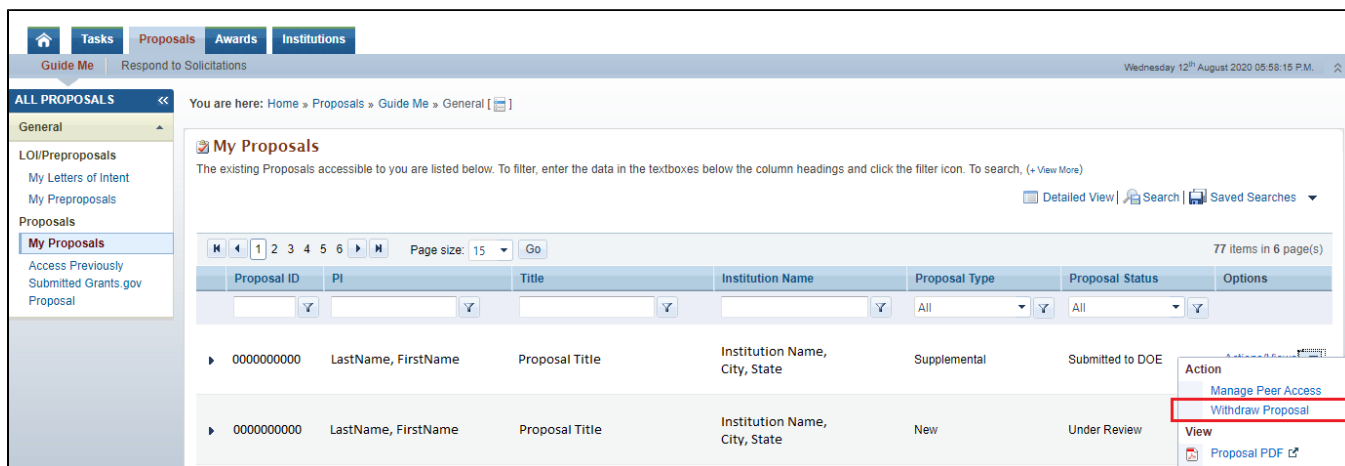
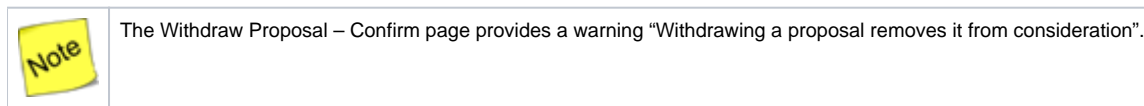


Figure 3. PAMS Homepage – My Proposals

4. The Withdraw Proposal – Confirm page will display. You are required to enter comments providing a reason why you are withdrawing a proposal (Figure 4).

5. Once you have entered your comments and uploaded any optional attachments, click **Confirm** in the lower right corner of the page (Figure 4).



Withdraw Proposal - Confirm

This page enables you to withdraw a proposal. You must provide a reason for withdrawing the proposal in the Comments section. You may attach an optional supporting (- View More)

Warning: Withdrawing a proposal removes it from consideration.

Comments

Approximately 4 pages (Max 8000 Characters without spaces): **8000** Characters left.

Attachment (Maximum 1) Attach File

No documents attached

Cancel
Confirm

Figure 4. Withdraw Proposal – Confirm

6. A Success Message will be displayed and the proposal status will be updated to Withdrawn (Figure 5).

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Wednesday 12th August 2020 08:51:33 P.M.

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My Proposals

The existing Proposals accessible to you are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, (- View More)

Success:
Proposal has been withdrawn successfully.

[Detailed View](#) | [Search](#) | [Saved Searches](#)

Proposal ID	PI	Title	Institution Name	Proposal Type	Proposal Status	Options
0000000000	LastName, FirstName	Proposal Title	Institution Name, City, State	New	Withdrawn	Actions/Views
0000000000	LastName, FirstName	Proposal Title	Institution Name, City, State	New	Declined	Actions/Views

Figure 5. My Proposals – Success Message